
JOE SERNA JR. CAL/EPA HEADQUARTERS

MEMORANDUM

TO: **CAL/EPA EMPLOYEES**
FROM: **BUILDING PROPERTY MANAGEMENT**
SUBJECT: **BICYCLE STORAGE ROOM POLICIES**
DATE: **08/08/01**

* Notification of Pending Action *

Now that we have been successfully using our bike storage room for over 6 months, it is time to begin enforcing our bike room usage policy. As you know, it is the policy that only 3, 4, and 5 day a week bike commuters are assigned internal bike parking in the Cal EPA Building. It has come to our attention that a number of employees who made that commitment have not actually been using the room as committed - some significantly less than they committed, and some not at all. This is a difficult situation to support in light of the fact that there are over 40 people on the bike room waiting list. In order to ensure the privilege of parking in this room and that of getting an assigned clothes locker goes to our most committed bicycle commuters, it is essential that those who have authorized access commute by bike at least 3 days per week. Beginning September 6, 2001, bicycle commuters who do not meet this requirement will have access to this room removed from their card (based on the last two months), thus relinquishing their bicycle parking space to another bicycle commuter currently on the waiting list. *If you are so affected, and believe that this action is taken mistakenly, please contact the Property Management Office to discuss your situation.*

Occasional (1 to 2 days a week or less) and/or seasonal bicycle commuters are allowed to park their bicycles in their work area as long as it is not obstructing walkways or creating accessibility issues or safety problems because of where it is parked. In addition, bicycle parking is also available in the courtyard area and bicycle lockers are available from the City by calling (916) 264-5110. Cal/EPA's boards and departments will reimburse their employees for the cost of these lockers if they commute by bicycle 3 or more days per week. As you know, there are also bike lockers to the north of the building that have yet to be assigned. As soon as we can receive the keys from the City without charges being assessed, we will also make those lockers available.

We have had many dedicated bike commuters ask us to enforce the access policy, and to allow legitimate bike commuters access to a room that they believe is underutilized. We appreciate everyone's patience as we have tried to make sure that we do not act hastily or arbitrarily. If you would like to discuss this pending action, please contact our office, or call Theresa Parsley (Cal/EPA) at 322-5322, Marie Schelling (ARB) at 322-8195, or Skip Amerine (IWMB) at 341-6322.

Thank you.